



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Indiana State Personnel Department		BU: 0070
Division: Employment/Recruitment Division	Section/District:	
Job Title: Recruitment Intern (Job Opening #577626)		Job Code: N/A
Working Title (if different from above):		
Reports To: Recruitment Director		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 05/17/2012

Purpose of Position/Summary:

The Governor's Summer Intern will work on several projects within various divisions in the State Personnel Department - including but not limited to; talent acquisition, employment selection process, human resources management, and HRIS testing. This is to provide an opportunity for the college intern students to receive hands-on work experience in their chosen degree program. The intern will assist with special assignments related to his/her major area of concentration.

Essential Duties/Responsibilities:

- o Web 2.0 Reasearch and set up:
Google+ - Research other company profile/pages to enhance our social networking experience
QR Codes – Research how to make these bar codes and incorporate them in our social media/web 2.0/recruiting efforts
Podcasts – Create a podcast of intern experiences
- o FAQs – Compile a list of old and new internal/external applicant questions, and create a presentation or page to include on social networking/web 2.0/Employment Opportunities sites
- o Contacts Excel Spreadsheet – Compile all recruiting source contacts into a comprehensive excel spreadsheet to search by occupation, name, etc.
- o Diversity Plan – Expand on plan to promote diversity recruiting
- o Job Fair Enhancement – Research ways to improve the job fair experience for applicants (such as presentations, tracking email/name/interests, giveaways and raffles)
- o IT 'niche' Sourcing Techniques – Research how other states and companies recruit IT specialists and contact organizations that can supply interested candidates.
- o Assist the Employment Division with aligning college degree requirements with the existing minimum job prefered experience required by state agencies. Research college programs and recommend how to resolve where discrepancies exist.
- o Assist the State Personnel Division with the coordination of the Indiana Black Expo.
- o Assist with applicant screening and agency questions regarding the employment process.

Job Requirements:

Candidate must be a curenly enrolled, degree seeking student in Human Resources, Business Management, Organizational Development/Leadership or a related area. College credit may be available depending on the requirements of your college or university.

- Knowledge of the principles, laws, regulations, theories and practices of human resources management and administration;
- Knowledge of the agency mission and administrative policies;
- Knowledge of specific human resources programs such as: FMLA, disability and workers' compensation programs, ADA, and intern relations;
- Knowledge of agency programs, structure and staffing;
- Working knowledge of computer and software programs and the ability to utilize these skills in the completion of job duties;
- Excellent oral and written communication skills;
- Excellent problem solving and analytical skills;
- Ability to research and document findings;
- Ability to effectively prioritize a variety of projects/functions;
- Ability to establish and maintain effective working relationships with all levels of management;
- Ability to maintain confidentiality;
- Ability to successfully negotiate resolutions to complex problems or situations;
- Ability to work independently;
- Ability to organize thoughts and ideas in a logical manner;
- Ability to plan and organize the work of other interns;

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Intern utilizes numerous guidelines (including statutes, promulgated rules, policies, procedures, practices, precedents, workforce planning, and problem solving) in performing a variety of human resources functions. Extensive judgment must be used in interpreting and applying the guidelines involved to program goals, objectives and complicated human resources issues. The job is very complex, involving changing departmental programs, the development of new personnel programs with an emphasis on improved efficiency and productivity. Intern must work under short time constraints for recommendations.

Responsibility:

Intern works under the supervision of a HR Team following general objectives and functions as an expert on human resources operations, needs and issues relative to assigned agency. Recommendations and decisions formulated by intern can have a significant impact within assigned agency and across the state. Intern must remain cognizant of the potential impact of decisions/recommendations on the State Personnel Department's and agency's mission and philosophy, as well as any precedent that may be set. Non-routine work assignments are reviewed upon conclusion for compliance with agency/state missions and objectives.

Personal Work Relationships:

Works with State Personnel Department and assigned agency management, appointing authority, department heads, outside agency officials and the general public to gain support of and to properly implement personnel policies.

Physical Effort:

N/A

Working Conditions:

Office Setting